

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0120

ISSUE DATE: March 13, 2015

TITLE: REGULATORY OFFICER 4

CLOSING DATE: March 27, 2015

DIVISION/UNIT: HOUSING & COMMUNITY RESOURCES

LOCATION: 101 South Broad Street
Trenton, New Jersey

SALARY RANGE: P26/\$64,677.09 - \$92,011.89

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Act as a liaison between the Division and the department's Regulatory services in receiving, formulating and transmitting requests for legal advice on behalf of the Division; conduct hearings for Division and render written decisions as required; review and analyze Division's program documents; conduct legal research on rules and regulations of programs and review policies and procedures for compliance; provide technical guidance on Legislative Agenda items; and complete special projects as assigned within established time frames.

Serve as Hearing Officer for the Division of Housing and Community Resources, Department of Community Affairs (DCA). Represents DCA at Office of Administrative Law housing appeals in accordance with Federal regulations and the Division's Administrative Plan for Section 8 Housing Choice Vouchers (HCV), State Rental Assistance Program (SRAP), Homelessness Prevention Program (HPP) and other housing programs. Conduct and schedule public hearing as required.

EXPERIENCE: One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

LICENSE: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any State in the United States.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0120
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume. Applicants with classification experience preferred.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer